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2017

## UNOPA Notes, November-December 2017

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# UNOPA NOTES

*"Soaring to New Heights"*

November/December 2017



## President's Message

Greetings!

We had a wonderful October 10th general meeting where I announced my charity, "Lynette's Angels." I would like to share with you some information about this foundation.

I worked with Lynette Earnest for approximately three years at Campus Recreation. When I was deciding on a charity, I ran across an article in the Lincoln Journal

Star last December. The article highlighted what Lynette's family had done at Christmas instead of exchanging gifts amongst their family members. The article touched me and I really wanted to support this effort and what better way to continue her legacy than to donate one-half of our 50/50 contributions to a most worthy cause.

Our guest speaker, Kara Burwell, sister-in-law of Lynette Earnest (who lost her battle to colon cancer in 2014), talked about how this foundation has helped families. Lynette's family decided that instead of giving to their families one Christmas, they would pay it forward to someone less fortunate than they were. Following Lynette's death, they decided to keep her legacy going by helping others in need during the holidays. Last year the foundation was able to help four families.

If you know of a family you would like to nominate, please go on the Lynette's Angels Facebook page, <https://www.facebook.com/lynettesAngels> or their website, <https://www.lynettesangels.com/> and fill out the application. Nominations are accepted yearly from November 1 to the 7th.

On behalf of UNOPA, I would like to congratulate the 2017 Floyd S. Oldt Boss of the Year recipient, Catia Guerrero, administrative associate for the Department of Child, Youth and Family Studies. It is unfortunate we did not receive any nominations for the Silver Pen or Outstanding Staff Awards. There are many office/service employees at the University of Nebraska who are deserving of receiving these awards. While I understand it takes time to fill out the application, I do hope next year people will take the time so that deserving people receive recognition

*(president's message continued on next page)*

## UNOPA's Mission

Education is the birthright of every person. We as members of the University of Nebraska Office Professionals Association pledge ourselves to safeguard that right. We acknowledge the unique role of educational office professionals and the importance of their contributions to the university and the community. The purpose of UNOPA is to provide professional growth and promote high professional standards for educational office professionals with the University of Nebraska, as partners, upholding the quality of service to the university educational system and the community.

## UNOPA Board of Directors

President, Barbara Homer  
472-3677 bhomer2@unl.edu

President-elect, Donna Bode  
472-8537 dbode2@unl.edu

Treasurer, Susan Wesely  
472-2181 swesely2@unl.edu

Recording Secretary, Marsha Yelden  
472-7306 myelden1@unl.edu

Corresponding Secretary, Kathrine Schwartman  
472-0096 kath@unl.edu

Immediate Past President, Tricia Liedle  
472-3305 pliedle@nebraska.edu

Awards Director, LaRita Lang  
472-3826 llang@unl.edu

Bylaws/Nominating Director, Mary Guest  
472-3123 mary.guest@unl.edu

Career Development/PSP Co-directors  
Debbie Hendricks, 472-3755 dhendricks1@unl.edu  
Lorraine Moon, 472-6082 lmoon1@unl.edu

Technology Director, Jennifer Greenlee  
472-2807 jgreenlee2@unl.edu

Employee Concerns Director, Kathy Schindler  
472-1730 kschindler1@unl.edu

Outreach Co-directors  
Gretchen Mills, 472-7670 gmills3@unl.edu  
Mikki Sandin, 472-2126 mikki.sandin@unl.edu

Membership Co-directors,  
Kelsey Sims, 472-8209 ksims2@unl.edu  
Jennifer Haley, 472-2425 jhaley1@unl.edu

UNOPA Notes Director, Judy Anderson  
472-7021 janderson5@unl.edu

Ways & Means Director, Marla Nissen  
472-2625 mnissen3@unl.edu

Presidential Advisor, Lola Young  
472-6623 lyoung5@unl.edu

Digital Commons, Jane Schneider  
48nsch90@gmail.com

Marketing, Kelsey Sims  
472-8209 ksims2@unl.edu

(president's message continued)

for their efforts. These nominations are most meaningful when they come from a supervisor or co-worker. Again, congratulations to the Floyd S. Oldt Boss of the Year winner and to all the nominees.

Wishing you and your family a very Merry Christmas and a prosperous New Year!

Barbara Homer  
2017-18 UNOPA President



## UNOPA General Meeting December 12, 2017

The December UNOPA General Meeting and Holiday Luncheon will be held in the Heritage Room, Nebraska Union, on Tuesday, December 12, beginning at 11:45 a.m. Bring your lunch and join in the festivities as we listen to Chris Eskridge, faculty member in the School of Criminology, play his guitar and sing Christmas carols beginning at 12:30 p.m.



Kathrine Schwartman will also collect the gift cards for Lynette's Angels. If you can't attend the December UNOPA meeting, please contact Kathrine, Barbara Homer or Donna Bode to make arrangements for the gift cards to be picked up.

For those interested, we will also have a Holiday Cookie Exchange! Bring a plate of your favorite holiday cookies or candies to share. Plates will be provided to take the goodies back to your office or home.

Register at: <https://unopaholidayfestivities.eventbrite.com>

## UNOPA Announces Catia Guerrero as the 2017 Floyd S. Oldt Boss of the Year Winner

Catia Guerrero, administrative associate for the Department of Child, Youth and Family Studies, was presented the UNOPA Boss of the Year Award at the 37th annual boss's luncheon on November 14, 2017. She was nominated by Lisa King, Lisa McConnell, Kelsey Sims and Brian Wilson. Some comments made by the nominators and letters of support were:

*"The recipient shows leadership with fearless ability to take on new projects. Not only are they open to suggestions, but those within the department feel motivated to come up with new ideas as they go. The recipient motivates everyone around them through building relationships with them first. If a foundation of respect and appreciation is already there, you just can't say 'no' when they ask for your help with something! Not only that, they are always the first one to take their turn and share the workload."*

*The recipient encourages staff to accept increasing responsibilities on the job by letting everyone feel ownership for what they do. They project a professional image through appearance, work ethic, and general demeanor."*

As stated by one of the nominators: *"Gone are the days of, 'we can't do that' or 'it's always been done that way.' Because if we see another way to complete a project, this person is always listening. As a result, we have far more suggestions than complaints."*



Catia received a \$500 cash award, an engraved plaque, and a one-year UNOPA membership.

Other nominees for this award were:

- Dr. Mark Balschweid, Dept. of Ag Leadership, Education and Communication
- Sherri Jones, Special Education and Communication Disorders
- Mindy Anderson-Knott, Social and Behavioral Sciences Research Consortium

Congratulations to the award winner and all of the nominees.

# Boss of the Year 2017



Dept. of Child, Youth and Family Studies (l to r): Lisa King, Catia Guerrero, Lisa McConnell, Kelsey Sims



Some of the general membership meeting attendees



Debbie Hendricks reporting on the Professional Standards Program (PSP)



Outreach Committee - Gretchen Mills, Mikki Sandin, Susan Thomas



Left to right: Jennifer Greenlee (accepting nomination certificate in Dr. Mark Balschweid's absence), Mindy Anderson-Knott, Sherri Jones, President Barbara Homer, Catia Guerrero



Pastor Andrew Kitzing, Floyd S. Oldt Boss of the Year Award Judge



James Plucknett, Floyd S. Oldt Boss of the Year Award Judge



Wendy Smith, guest speaker, 2016 Boss of the Year Award recipient



Friendship Soup Jars served as centerpieces and giveaways



President Barbara Homer and Awards Director LaRita Lang announcing Boss of the Year nominees





When a family hears the word “cancer” as a diagnosis for one of its members, the whole family is hit with a variety of emotions. Fear, anxiety, and the concern for the physical comfort of their loved one all hit at once. The family must find a way to function through this uncertainty. Cancer takes its toll in many aspects of a family’s life. The holidays can be an especially challenging time emotionally and financially. In order to make their holidays a little brighter and easier, Lynette’s Angels provides gifts and emotional support to families who face a diagnosis of cancer.

Lynette’s Angels was formed in memory of Lynette Earnest by her sister-in-law, Kara Burwell. Lynette faced the last days of her struggle with colon cancer in 2014. She could not attend Thanksgiving dinner that year because of the severity of her illness. She told her family by speaker phone to forego the “Chinese Auction” gift exchange that Christmas and use the money they would have spent on gifts to buy gifts and food for a family needing help. Her family found a family to support. Lynette arranged the delivery to the recipient family herself—1:00 pm, December 21st. On that December 21st, in the early morning, Lynette lost her battle to cancer. Her family made sure the delivery happened as scheduled because they knew this is what she would have wanted.

Each year the Lynette’s Angels Board of Directors identifies recipients of Lynette’s act of kindness from the nominations they receive from their supporters. The gifts are delivered on December 21st to honor Lynette’s last wish. UNOPA is asking you to purchase a gift card (the money value being your choice) to contribute to a family facing cancer this holiday season. They will be collected at the December 12th general meeting or they can be given to Kathrine Schwartman, corresponding secretary, 120 MABL 0234, 2-0866.

**A list of gift cards is available at:** [https://docs.google.com/spreadsheets/d/1RKWPUxs6lynOd9WHXEtaQJ4Ki\\_KZ-4OxSHwxEPvJCQ/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1RKWPUxs6lynOd9WHXEtaQJ4Ki_KZ-4OxSHwxEPvJCQ/edit?usp=sharing)

Please consider signing up to help a family who faces the hardship of cancer this holiday season. Lynette Earnest has touched many lives because of her kindness and generosity—including our president, Barbara Homer. Let’s follow Lynette’s favorite mantra, “When Life Hands you Lemons . . . You make Lynette-Aide.”

For more information about Lynette Angels, please visit <https://www.lynettesangels.com/> or check out the Facebook page <https://www.facebook.com/LynettesAngels/>.

Kathrine Schwartman,  
Corresponding Secretary



## Member Concerns

Lynn DeShon and Judy Anderson received get well cards and one sympathy card was sent. Please let Kathrine Schwartman, [kath@unl.edu](mailto:kath@unl.edu), know of any member needing our support.

## Photo Request

If you have any photos in your files dealing with UNOPA and its members, please send to Jennifer Greenlee, Technology Committee director, [jgreenlee2@unl.edu](mailto:jgreenlee2@unl.edu).



Kara Burwell (top left w/Barbara Homer) spoke at the October general meeting about Lynette's Angels. The table decorations consisted of feathery angels and the doorprizes were the little angel statuettes.



# UNOPA Fall Workshop

The UNOPA Fall workshop was held on the afternoon of Friday, November 3rd, in the Nebraska Union, City Campus. Jill Averyhart from Columbia, South Carolina was our guest speaker. Jill is vice president of the National Association of Educational Office Professionals. She presented on two different topics. "Infographics for Everyone" was an interactive, engaging presentation where many of us learned what infographics are and how we



can use them to get our message out quickly and concisely in an easily digestible format with a minimum of words. "Who Put the Lizard in My Lasagna" was a unique presentation that highlighted the great things that can happen in our lives when we have a positive attitude.

During the break between the presentations, the PSP Endowment Committee displayed and sold raffle tickets for their annual fundraiser. At the end of the workshop, raffle winners were announced.



Jill's visit to Nebraska was a part of the NAEOP Field Service Program. Members of the UNOPA Board were able to have dinner with her the evening before the workshop. Approximately thirty UNOPA members (joined by a few Lincoln Public Schools employees) thoroughly enjoyed the presentation given by Jill.











Debbie Hendricks, CEOE  
Lorraine Moon, CEOE  
Career Development Co-Chairmen



*Left side of table (l to r): Marla Nissen, Mikki Sandin, Barbara Homer, Marsha Yelden, Donna Bode  
Right side of table (r to l): Mary Guest, Debbie Hendricks, NAEOP Vice President Jill Averyhart, Lola Young*



**Thank you to everyone who helped support the Professional Standards Endowment Program raffle drawing that was held on November 3 at UNOPA's Workshop. Winners of the wonderful baskets are listed under the item. Again, the Professional Standards Endowment Program Committee appreciates your support.**

<p>The Professional Standards Endowment Program is a way for UNOPA members to continue their professional education. We provide our members with opportunities to improve their professional skills, gain new ideas, and network with peers across NE and the nation.</p>		
	<p>Prize #1 20 piece gourmet chocolates <u>Value \$26.00</u></p> <p><b>Winner: Mary Guest</b></p>	<p>Prize #2 Chick Flicks (4 movies) on DVD, Popcorn bowl, Cub Scout caramel corn, Butter Popcorn, Plain &amp; Peanut M&amp;M's, Hot Tamales, Chocolates, Squirt Soda, Salted Nut Rolls, and Mike and Ikes.</p> <p><u>Value — \$32+</u> <b>Winner: Erin Haacker</b></p>
		
<p>Prize #3 Pamper Yourself Prize. 5 book series by Karen Kingsbury with Gary Smalley—Redemption Series, Lap Blanket, Pillar Candle, White Diamonds body lotion and bubble bath, Cocoa Butter Moisturizer, "Find Your Joy" pick, Leaf bar of soap, Body sponge, Scarf, Mug, Tea, Peanuts, Chapstick, Hard Candy. <u>Value — \$100+</u> <b>Winner: Christine Weitzel</b></p>	<p>Prize #4 Stinky Man Cave Prize Red Tool Box, Camouflage Scented Yankee Candle, Bacon Scented Yankee Candle, Man Town Scented Yankee Candle</p> <p><u>Value — \$40</u></p> <p><b>Winner: Chittaranjan Ray</b></p>	<p>Prize #5 Cloverleaf Suites Prize One Free Night's Stay At Cloverleaf Suites 200 South 68th Street, Lincoln, NE</p> <p><u>Value — \$99</u></p> <p><b>Winner: Kathy Schwartman</b></p>
		
<p>Prize #6 UNL Credit Union Technology Prize Amazon Echo Dot Other technology items</p> <p><u>Value \$75</u></p> <p><b>Winner: Jennifer Clarke</b></p>	<p>Prize #7 Southwest Food Prize (includes certificate to Ticos)</p> <p><u>Value \$30</u></p> <p><b>Winner: Tricia Liedle</b> (GC will be donated to a family for Christmas)</p>	<p>Prize #8 Mom's Night Out Prize Crocheted blanket (handcrafted by a UNOPA member), wine glass, bottle of wine, chocolates</p> <p><u>Value \$40-\$50</u></p> <p><b>Winner: Carol Bom</b></p>



# UNOPA General Membership Meeting Minutes

October 10, 2017  
11:45 a.m.-1:00 p.m.  
Nebraska Union

## CALL TO ORDER

President Barbara Homer called the meeting to order at 12:00 p.m. New members and guests were asked to stand.

## APPROVAL OF MINUTES

Minutes of the September 12, 2017 general membership meeting were emailed to the membership prior to the meeting. **Mary Klucas moved: "I move to approve the September 12, 2017 minutes as presented." Seconded by Donelle Moormeier. Motion passed by a show of hands of those in attendance.**

## OFFICER REPORTS

**Treasurer's Report.** The September 2017 treasurer's report was emailed to the membership prior to the meeting and will be filed for audit.

## COMMITTEE REPORTS

**Corresponding Secretary:** Kathrine Schwartman reported that the Giving Tree recipient this year will be Lynette's Angels. The tree will be on display at the November and December meetings. Various gift cards will be the items to purchase.

**Awards:** LaRita Lang announced that the nomination deadline for the Oldt Boss of the Year Award, Oldt Outstanding Staff Award and the Oldt Silver Pen Award is October 12, 2017. Contact LaRita Lang if you need more time to complete the nomination, she can extend the date.

**Career Development:** Lorraine Moon reminded the members about the UNOPA workshop on November 3, 2017. The deadline to register is October 23, 2017. The raffle for the PSP Endowment committee is going on. Drawings will be held November 3<sup>rd</sup> at the workshop.

**Employee Concerns:** Diane Wasser, member of the University-Wide Benefits Advisory Committee, provided a recap from the Benefits meeting. Open enrollment is coming up. This year everything will be done electronically. No postcards or fliers will be mailed. The University has hired a consulting firm to look at the entire benefits package offered at UNL.

3-D mammograms are now covered under pre-care. Telehealth is a service that allows you to speak with a medical doctor over the phone. The doctor may be able to provide prescriptions after speaking with you. Changes to the vacation leave maximum hours allowed may be scaled based on years at the University. It is expected that we will receive at least a three-month notice before changes are implemented. One reason for implementing a lower maximum vacation hours is that they want people to use their vacation time. For sick leave, they are thinking of doing a similar sort of sliding scale. The Budget Response Team is looking at alternatives. There was discussion about how faculty earn their sick leave. Human Resources wants input and suggestions. Email Bruce Currin or [humanresourcesbrt@nebraska.edu](mailto:humanresourcesbrt@nebraska.edu).

**Membership:** Kelsey Sims reported that there are currently 65 UNOPA members: 47 active, 3 new, 3 associate, 10 retiree, 1 honorary, and 1 lifetime. If you are not receiving listserv emails, let Kelsey Sims know.

**UNOPA Notes:** President Homer reported on behalf of Judy Anderson. The deadline to submit articles is October 18, 2017.

**Ways & Means:** President Homer reported for Marla Nissen that there are still shifts available for this Saturday's game.

**NEOPA/NAEOP Liaison:** Tricia Liedle announced that October 20<sup>th</sup> is the NEOPA Fall Conference. Information about the fun pasta fundraiser was presented.

**Outreach:** Gretchen Mills reported that there are currently 13 people signed up for Secret Friends. You can still sign up. The 50/50 drawing total amount collected was \$50.00. \$25.00 will be given to Lynette's Angels. Donelle Moormeier was the winner of \$25.00. She asked that the money go to Lynette's Angels.

Winners of door prizes were Donette Petersen, Mardi Bonner, Donelle Moormeier and Alycia Harden. Each received an angel.

### **PROGRAM**

Donna Bode introduced the guest speaker, Kara Burwell from Lynette's Angels, President Homer's charity. Kara Burwell spoke about Lynette's Angels, how it got started and what Lynette's Angels does. What began as a simple wish by Lynette Earnest, Kara's sister-in-law, who was battling colon cancer, to help a family during the holidays, has grown in the past four years. If you know of anyone who is struggling during the holidays, go to the Lynette's Angels Facebook and nominate them. They will be accepting nominations beginning November 2, 2017.

### **ANNOUNCEMENTS**

President Homer announced that the Supplier Showcase will be October 17, 2017. UNOPA will have a booth.

On October 22, 2017 there will be a "Steppin' for Gretchen" walk to raise funds for the American Breast Cancer Society.

The holiday shopping bus trip to Kansas City, MO will be November 11, 2017.

The next meeting of the general membership will be November 14, 2017 at the Willa Cather Dining Complex.

President Homer adjourned the meeting at 1:00 p.m.

Submitted by Marsha Yelden, Recording Secretary

## UNOPA General Membership Meeting Minutes

November 14, 2017

11:45 a.m.-1:00 p.m.

Willa Cather Dining Complex

### CALL TO ORDER

President Barbara Homer called the meeting to order at 12:05 p.m.

### APPROVAL OF MINUTES

Minutes of the October 10, 2017 general membership meeting were emailed to the membership prior to the meeting. **Donna Bode moved: "I move to approve the October 10, 2017 minutes as presented." Seconded by Gretchen Mills. Motion passed by a show of hands of those in attendance.**

### OFFICER REPORTS

**Treasurer's Report.** The October 2017 treasurer's report was emailed to the membership prior to the meeting and will be filed for audit.

### COMMITTEE REPORTS

**Corresponding Secretary:** Kathrine Schwartman announced that the Giving Tree is on display in the back of the room. Pick an ornament to purchase a gift card for Lynette's Angels. The gift card can be for any amount. Gift cards should be brought to the December meeting. President Homer read a thank you note from Kara Burwell on behalf of Lynette's Angels. President Homer encouraged everyone to purchase a gift card and think about nominating a family for Lynette's Angels next year.

**Bradley Munn Foundation:** Tricia Liedle gave a brief history and overview of the fund.

**Professional Standards Program (PSP):** Debbie Hendricks announced that there are no new PSP recipients. All PSP recipients in attendance were asked to stand and be recognized. Those who re-certified their PSP this past year stood and were recognized.

**Employee Concerns:** Kathy Schindler reported that a UNOPA representative for the Parking Advisory Committee is still needed.

**Membership:** Kelsey Sims reported on the current membership: 4 new, 62 active, 4 associate, 10 retired, 1 honorary, and 1 lifetime. If you are not receiving listserv emails, let Kelsey know. Kelsey is trying something new with Facebook. She asked that members take a look at it. She also mentioned the cell phone holders at each table are free to take.

**UNOPA Notes:** President Homer reported on behalf of Judy Anderson. The November and December 2017 UNOPA Notes issues will be combined. November 20, 2017 is the deadline for submission.

**Outreach:** Gretchen Mills reported that Secret Friends is up and running. Mikki Sandin announced that the 50/50 drawing total amount collected was \$57.00. \$28.50 will be given to Lynette's Angels. Debbie Hendricks was the winner of \$28.50. Two people at each table were winners of the Friendship Soup jars.

### PROGRAM

LaRita Lang introduced two of the judges present for this year's Floyd S. Oldt Awards, Andrew Kitzing, Pastor of Zion Evangelical Lutheran Church, Lincoln, and James Plucknett, President, Four Star Drug & Gifts. LaRita announced this year's nominees for the Floyd S. Oldt Boss of the Year Award: Mark Balschweid, nominated by Jennifer Greenlee; Catia Guerrero, nominated by Lisa King; Sherri Jones, nominated by Julie Lanxon; and Mindy Anderson-Knott, nominated by Gretchen Mills. Wendy Smith, the 2016 Boss of the Year Award recipient, gave a brief speech and announced this year's winner. The winner of the 2017 Floyd S. Oldt Boss of the Year Award is Catia Guerrero.

President Homer mentioned that it is unfortunate there were no nominations for the Floyd S. Oldt Silver Pen and Outstanding Staff Awards this year. She hopes that next year people will take the time to nominate so that deserving people receive recognition. These nominations are more meaningful when they come from a supervisor or co-workers.

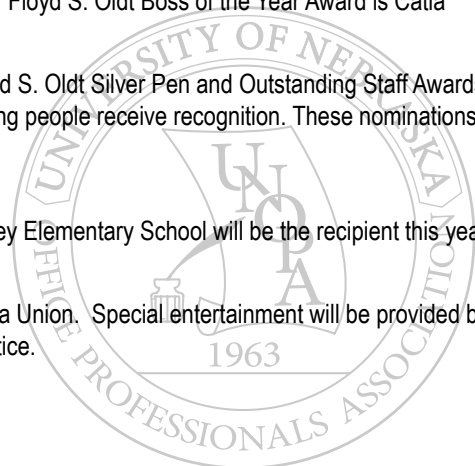
### ANNOUNCEMENTS

President Homer announced that we are again collecting Box Tops for Education. Hartley Elementary School will be the recipient this year. She thanked Marcy Tintera for offering to coordinate this activity again.

The next meeting of the general membership will be December 12, 2017 at the Nebraska Union. Special entertainment will be provided by a colleague, Professor Chris Eskridge, from the School of Criminology and Criminal Justice.

President Homer adjourned the meeting at 12:43 p.m.

Submitted by Marsha Yelden, Recording Secretary





UNOPA Treasurer's Report -- November 2017				
				<b>Balances:</b>
<b>Beginning Checking Account Balance - 11/1/17</b>				<b>\$ 2,877.05</b>
	<b>Income:</b>			
	November Interest - Union Bank & Trust			
	Deposit - 11/10/17 (memberships)	\$ 15.00		
	Deposit-11/16/2017 (\$15, membership; \$608.50 , Oldt Awards Luncheon; \$28.50, 50/50 Drawing; \$60, workshop)	\$ 712.00		
	Deposit 11/30/17 (memberships)	\$ 4.00		
			Total Income:	\$ 731.00
	<b>Expenses:</b>			
11/7/17	Premier Catering (INV ULM110317)	\$ 126.00		
11/7/17	NAEOP (Donation to Field Service Program/Fall Workshop Spkr)	\$ 100.00		
11/7/17	Debbie Hendricks (Reimbursement Fall Workshop items)	\$ 68.08		
11/30/17	Mikki Sandin (Reimbursement Luncheon gifts/centerpieces)	\$ 15.13		
			Total Expenses:	\$ 309.21
<b>Ending Checking Account Balance - 11/30/17</b>				<b>\$ 3,298.84</b>
<b>Beginning Cost Center Balance - 11/1/17</b>				<b>\$ -</b>
	<b>Income:</b>			
			Total Income:	\$ -
	<b>Expenses:</b>			
11/6/17	UNL Printing--UNOPA Nametages	\$ 225.00		
			Total Expenses:	\$ 225.00
<b>Ending Cost Center Balance -11/30/17</b>				<b>\$ (225.00)</b>
<b>Ending Checking Account Balance -11/30/2017</b>				<b>\$ 3,298.84</b>
<b>Ending Cost Center Balance -11/30/17</b>				<b>\$ (225.00)</b>
<b>Total Funds Available:</b>				<b>\$ 3,073.84</b>
<b>Savings Account Balance - as of 11/30/2017</b>				<b>\$ 11,511.12</b>



*Merry  
Christmas*

*from your UNOPA Board of Directors*

